ProQuest®

Searchware Administrator's Guide

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ProQuest® Searchware Administrator's Guide

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Item #96-008

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Welcome

Welcome to ProQuest Searchware, UMI's powerful, easy-to-use software resource. ProQuest databases cover a wide range of information to suit your needs. While each ProQuest database is unique in content, they all feature the same search software, record format, and other similarities.

Each ProQuest database falls into one of the following types:

- **ProQuest ASCII**—abstracts and indexing, or abstracts and indexing with accompanying articles in ASCII full-text format. Examples of these types of ProQuest products are: **Periodical Abstracts** and **The New York Times®.**
- **ProQuest Image**—abstracts and indexing with matching material in full-image format. Examples of these types of ProQuest products are: **Business Periodicals *Global*** and **Magazine Express.**

This guide covers all three varieties of ProQuest Searchware: ASCII, Image, and PowerPages (for networked systems).

How to Use This Guide

Each section is identified as to what variety of Searchware is discussed, or whether the information contained in the section applies to all three types. You can skip over the sections that do not apply and get just the information you need.

Keep this and your other ProQuest documentation guides handy as a reference. More documentation will be sent to you whenever we add features and enhancements to ProQuest Searchware.

In addition to this *ProQuest® Searchware Administrator's Guide*, you will also receive a comprehensive *How To Use ProQuest® Searchware* guide, and a *ProQuest® Database Documentation* guide—a booklet of specific details about your ProQuest database that contains information on content, scope and other "database-specific" items.

If you have additional questions about ProQuest Searchware, you can also refer to the README.TXT file located in the C:\PROQUEST directory. You can view the README.TXT file with any text editor or word processing program.

Special note for existing ProQuest subscribers: This guide and the others described above are designed to replace your existing ProQuest documentation guides, except for any printed vocabularies you are currently using, or any ProQuest PowerPages material. You may discard all other documentation guides at this time.

Documentation Conventions

This user's guide assumes that you are familiar with MS-DOS® and DOS-based personal computers.

As you use this guide, please note these documentation conventions:

- The term "cursor" is used for the visual indicator that appears as a reverse-video selection bar or a blinking box or line.
- Keys for moving up, down, left or right are represented by arrows: ↑ ↓ ← →.
- Function keys, at the left or top of most keyboards, are designated by an uppercase F followed by the number of the function key, for example, **F9**.
- Two key names separated by a plus (+) sign means that you press both keys simultaneously to perform the function, for example **ALT + F10**.
- The term "save" is used throughout the guide for the process of downloading records to a disk file. You must have a pre-formatted diskette to save records. The diskette should be formatted in the computer you will use to view records or in a compatible model.

Before you Begin

This guide describes:

- The hardware and software you need to run ProQuest Searchware.
- How to run the Setup program, install the new software and start ProQuest.
- How to run the Change Settings program to customize your system's default settings.
- How to run the Statistics Administrator.
- How to run the Library Holdings Administrator (if applicable).
- How to troubleshoot common problems users sometimes encounter using ProQuest.

Before you begin installing and using the ProQuest Searchware, here are a few helpful hints:

Identify the Type of Database You Have

Whether you "read through" this documentation, or even if you only want to reference specific portions of text, you need to first identify whether your ProQuest database is ASCII, IMAGE or PowerPages. For instance, if you have **Magazine Express**, you have an "image" product—the portions of the documentation clearly identified as dealing with IMAGE pertain to your database. Portions not identified as unique to any specific type pertain to all ProQuest products.

Look Over the Installation and Change Settings Sections

Setup, ProQuest Searchware's installation program, is provided on a CD-ROM and makes loading software easy. On-screen instructions guide you through every step of the way. It might be helpful to review the Installation section before you actually run the program.

The Change Settings program allows you to configure settings on your system to fit your needs. Reading this section will give you tips on how to "customize" ProQuest.

Look over the Statistics Administrator and Library Holdings Administrator Sections

With Library Holdings, you can track your library's holdings within the Searchware. Please note that not every ProQuest database needs or works with the Library Holdings Administrator. If yours does and you wish to track your holdings information, look over the *Library Holdings Administrator* section before you begin installing.

For Assistance

If you need help, first be sure to look for the answer to your question in this documentation. Check the Table of Contents at the beginning, or the Index at the back of this guide. Check the *Troubleshooting* section of this documentation guide to see if your concern can be addressed. If you still have a question, please call UMI Electronic Technical Support at 800-889-3358.

Hardware and Software Requirements

If you ordered a complete ProQuest system from UMI, you probably do not need to check this section for the basic and recommended hardware and software requirements to run ProQuest Searchware. However, if you are running the Searchware on systems other than those that UMI provides, please check these items before you begin.

The Software You Need

Some programs must already be installed in your system before you can install ProQuest Searchware.

- For ASCII systems, MS-DOS® version 3.3 or higher is needed. For Image and PowerPages systems, MS-DOS version 5.0 or higher is required. This Microsoft program is usually installed before a computer is delivered. If your computer displays a C> prompt, MS-DOS is already installed and running.
- Microsoft MS-DOS CD-ROM Extensions (MSCDEX) version 2.1 or higher (supplied with the CD-ROM drive or MS-DOS). This software is required only if the CD-ROM drive is on the workstation.
- Device drivers for the CD-ROM drive (supplied with the CD-ROM drive). The device driver is a separate file that enables the computer to recognize the particular combination of CD-ROM drive and controller card. The file may be supplied on the same diskette as MSCDEX, or may be part of the installation program furnished with the CD-ROM drive. Device drivers are required only if the CD-ROM drive is on the workstation.

Warning: If you are using MS-DOS version 6.0 or above, do not use the DoubleSpace compression utility.

ASCII Systems Requirements

The following specifications apply to those systems running a ProQuest ASCII database:

Recommended Hardware for ASCII Systems

- DOS based PC with an 80386 processor or higher.
- At least 4 MB of RAM with 484 KB available for ProQuest after booting the system. When starting up, ProQuest automatically checks RAM and displays a message if memory is insufficient. You can verify memory with the DOS MEM command.
- Hard disk with 20 MB free hard disk space and an additional 2 MB free for each product installed.
- A 1.44 MB floppy disk drive.
- A VGA monitor and adapter.
- A Sony® CSD-7611M or Pioneer® 604X CD-ROM drive and controller card. The card fits inside your computer and attaches to the drive. The drive and controller card should be shipped with a device driver, a program that allows your computer to recognize a particular CD-ROM drive model.
- A printer.

Minimum Hardware Requirements for ASCII Systems

Your system must include these minimum components to run ProQuest:

- An DOS based PC with an 80286 processor.
- At least 1 MB of RAM.
- A hard disk drive with at least 10 MB of storage available, plus 2 MB free for each product installed.
- A 1.44 MB floppy disk drive.
- A VGA monitor and adapter.
- A CD-ROM drive and controller card.
- A printer.

Image Systems Requirements

The following specifications apply to those systems running a ProQuest Image database:

Recommended Hardware for Image Systems

- DOS based PC with an 80386 processor or higher.
- At least 4 MB of RAM with 484 KB available for ProQuest after booting the system. When starting up, ProQuest automatically checks RAM and displays a message if memory is insufficient. You can verify memory with the DOS MEM command.
- Hard disk with 20 MB free hard disk space and an additional 2 MB free for each product installed.
- A 1.44 MB floppy disk drive.
- A VGA monitor and adapter.
- A Sony® CSD-7611M or Pioneer® 604X CD-ROM drive and controller card. The card fits inside your computer and attaches to the drive. The drive and controller card should be shipped with a device driver, a program that allows your computer to recognize a particular CD-ROM drive model. *A minimum of two CD-ROM drives is required.*
- A laser printer.

Minimum Hardware Requirements for Image Systems

Your system must include these minimum components to run ProQuest:

- An DOS based PC with an 80386 processor.
- At least 1 MB of RAM.
- A hard disk drive with at least 10 MB of storage available, plus 2 MB free for each product installed.
- A 1.44 MB floppy disk drive.
- A VGA monitor and adapter.
- Two CD-ROM drives and a controller card.
- A laser printer.

PowerPages Systems

The following specifications apply to those systems running ProQuest PowerPages:

Recommended Hardware for PowerPages Workstations

- DOS based PC with an 80386 processor or higher.
- At least 4 MB of RAM with 484 KB conventional memory available for ProQuest after booting the system. When starting up, ProQuest automatically checks RAM and displays a message if memory is insufficient. You can verify memory with the DOS MEM command.

  If using Image Display, at least 4 MB of RAM with 484 KB conventional and 15-40 KB upper memory are recommended for running ProQuest after booting the system.
- Hard disk with 20 MB free hard disk space and an additional 2 MB free for each product installed.
- A 1.44 MB floppy disk drive.
- A VGA monitor and adapter.
- A network card.
- A printer.

Minimum Hardware Requirements for PowerPages Workstations

Your workstations must include these minimum components to run ProQuest:

- An DOS based PC with an 80386 processor.
- At least 1 MB of RAM with 484 KB available for ProQuest after booting the system.
- A hard disk drive with at least 10 MB of storage available, plus 2 MB free for each product installed.
- A 1.44 MB floppy disk drive.
- A network card.
- A VGA monitor and adapter.

Installing ProQuest Searchware—ASCII

Follow the procedures below for installing an ASCII system. If you are using both an ASCII and an Image database on the same workstation, you need only install the **Image** version of the Searchware.

Procedures

1. Determine the type of CD-ROM drive(s) being used and number of each attached to your workstation.
2. Insert the ProQuest Searchware Setup disc into a CD-ROM drive.
3. From the DOS prompt, change to the drive containing the CD-ROM setup disc.
4. Type **setup** and press ENTER. The Setup program begins, and the Choose Version menu appears.
5. Highlight **ASCII** as shown in Figure 1 and press ENTER. Follow the instructions as they appear on-screen.

   After installation is complete, remove the installation CD and store it in a safe place.

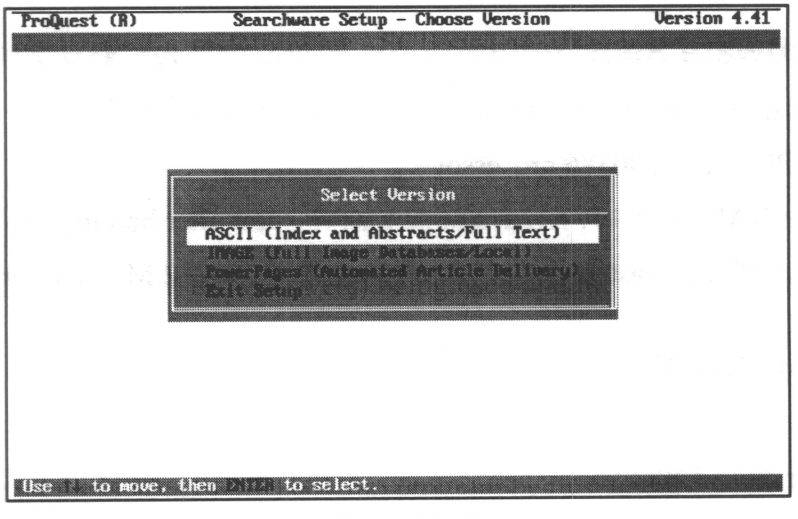


Figure 1: Choose Version menu.

Running Searchware

1. Insert the appropriate index CD(s) into your CD-ROM drive(s).
2. Type **PROQUEST** while in the PROQUEST directory.

Installing ProQuest Searchware—Image

Follow the procedures below for installing an Image system. If you are using both an ASCII and an Image database on the same workstation, you need only install the **Image** version of the Searchware.

Procedures

1. Determine system hardware, including:
   a. Type of CD-ROM drive(s) being used and number of each attached to your workstation.
   b. Printer type(s) and model(s).
2. Insert the ProQuest Searchware Setup disc into a CD-ROM drive.
3. From the DOS prompt, change to the drive containing the CD-ROM setup disc.
4. Type setup and press ENTER. The Setup program begins, and the Choose Version menu appears.
5. Highlight IMAGE as shown in Figure 2 and press ENTER. Follow the instructions as they appear on-screen.

   After installation is complete, remove the installation disc and store it in a safe place.

Figure 2: Choose Version menu.

Running Searchware

1. Insert the appropriate index CD(s) into your CD-ROM drive(s)
2. Type IOS while in the PROQUEST directory.

Note: The first time you run the Searchware, you will be prompted to enter the start year of your database. The start year defines the year images become available. (The "Item Availability" message will not appear for titles occurring prior to the start year.) Follow the instructions as they appear on-screen.

Modify Hardware Settings - Image & PowerPages

You may need to modify your workstation's hardware settings if:

- You have changed your workstation's monitor or printer since installing the ProQuest Searchware.
- You have subscribed to an additional ProQuest database and added one or more CD-ROM drives to your workstation.
- You made a choice you didn't want to make during ProQuest Searchware installation.

Procedures

1. Insert the ProQuest Searchware Setup disc into a CD-ROM drive.
2. From the DOS prompt, change to the drive containing the CD-ROM setup disc.
3. Type **setup** and press ENTER. The Setup program begins, and the Choose Version menu appears.
4. Highlight **IMAGE** (or **PowerPages**) as shown in Figure 2 and press ENTER. The Main Menu appears.
5. Highlight **Modify Hardware Settings** and press ENTER. From this screen you may change the setup of your printers, monitors, CD-ROM drives, or show your workstation's current hardware settings.
6. Highlight the hardware setting you want to change and press ENTER.

Hardware Setting Options

- **Printer setup** allows you to select a printer driver for the laser printer used for printing full images.
- **Monitor setup** allows you to select a video driver for your workstation's monitor. Drivers with an * next to them are the drivers available for your workstation.
- **CD-ROM setup** allows you to set your workstation's CD-ROM drive configuration by specifying the number of Toshiba CD-ROM drives you have and, if available, how many slots each Pioneer CD-ROM drive will use.
- **Show current setup** displays your workstation's current hardware configuration.

Installing ProQuest Searchware—PowerPages

Follow the procedures below for installing a PowerPages system.

Procedures

1. Make sure no one is using ProQuest.
2. Insert the ProQuest Searchware Setup disc into a CD-ROM drive.
3. From the DOS prompt, change to the drive containing the CD-ROM setup disc.
4. Type **setup** and press ENTER. The Setup program begins, and the Choose Version menu appears.
5. Highlight **POWERPAGES** as shown in Figure 3 and press ENTER. Follow the instructions as they appear on-screen.

   After installation is complete, remove the installation disc and store it in a safe place. Continue setting up the PowerPages workstations using the information on the following pages.

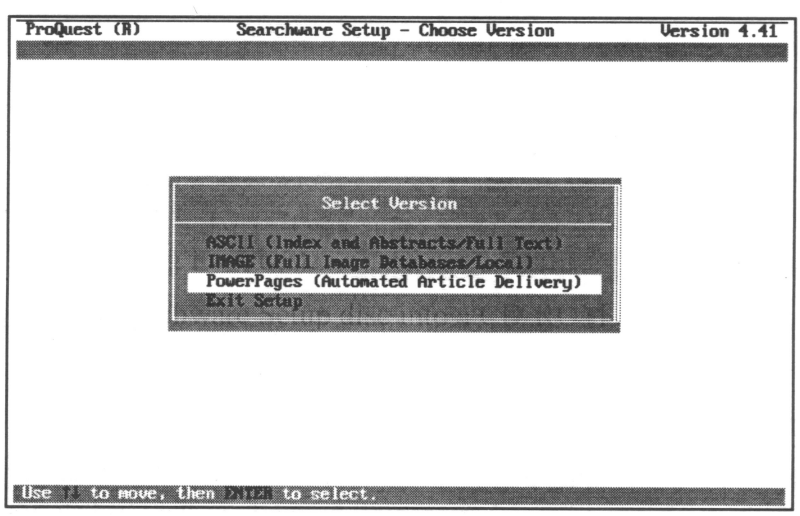


Figure 3: Choose Version menu.

Note: The first time you run the Searchware, you will be prompted to enter the start year of your database. The start year defines the year images become available. (The "Item Availability" message will not appear for titles occurring prior to the start year.) Follow the instructions as they appear on-screen.

PowerPages Workstation Setup

The following environment variables must be defined before running ProQuest Searchware. Changes to workstation directories and files may be required if allowing the user to view images at various workstations. Changes to workstation directories and files are covered on page 13.

Note: If data files are held in the ProQuest directory, (PROQDAT.DAT file is being shared) the PROQDAT environment variable is not needed.

Environment Variables

Variable	Definition
FULTEMP	This variable sets the path to a temp directory where users have full rights and ProQuest can write temporary files. To optimize system performance it is best to define this directory on the local hard drive, an example is shown below. Example: **set fultemp=c:\temp**
PROQDAT	This variable points to the directory where ProQuest will look for data files and workstation behaviors defined by Change Settings, see page 20. Example: **set proqdat=*q*:\ma\netctrl*ws#*** Where: *q* is an available network drive *ws#* workstation directory *Note: This variable does not need to be defined if data files are held in the ProQuest directory, (PROQDAT.DAT file is being shared).*

Setting Options for Each Workstation

Each workstation can have its own settings. The administrator can use Change Settings to set any options he or she wishes.

- **Change Settings**

  The Change Settings program must be accessed from the workstation that they wish the changes to be reflected. This is so the changes will be made in the workstation-specific PROQDAT.DAT file. The Change Settings program is discussed in detail beginning on page 20.

- **Debiting**

  If your network is set up to allow debiting, you must edit the PROQDAT.DAT file, see PowerPages Specific—Modifying PROQDAT.DAT on page 30.

- **Output services**

  The network administrator may set up each workstation to have different output devices. This is accomplished by editing the UMI.NET file stored locally on the workstation hard drive. For additional information on editing the UMI.NET file see Modifying UMI.NET on page 14.

Workstation Directories and Files

If	Then
Output services are to be **different** at all workstations	• Each workstation must have it's own output services file (UMI.NET) as defined in Change settings, PowerPages Options, page 28. • Each workstation must have a temporary directory, see FULTEMP under Environment Variables.
Output services are to be the **same** at all workstations	• Workstations may share PROQDAT.DAT and UMI.NET files. • Each workstation must have a temporary directory, see FULTEMP under Environment Variables.

Modifying UMI.NET

ProQuest's UMI.NET file defines the available output services, fax machines, printers, and image display, used either locally or over a network. This file tells ProQuest how many services are defined, where data is to be stored and retrieved from, and which products are available to each service.

Each output service is defined separately in the UMI.NET file and given a unique service number. Figure 4 shows a sample output screen from a ProQuest system where an image display, two printers, and a fax service are defined. The service numbers associated with the output devices are listed to the left of the figure.

A sample UMI.NET file specifying three service (image display, printer, and fax) is shown on the following page. To create the UMI.NET or add devices to an existing file, follow the attributes shown in the sample file.

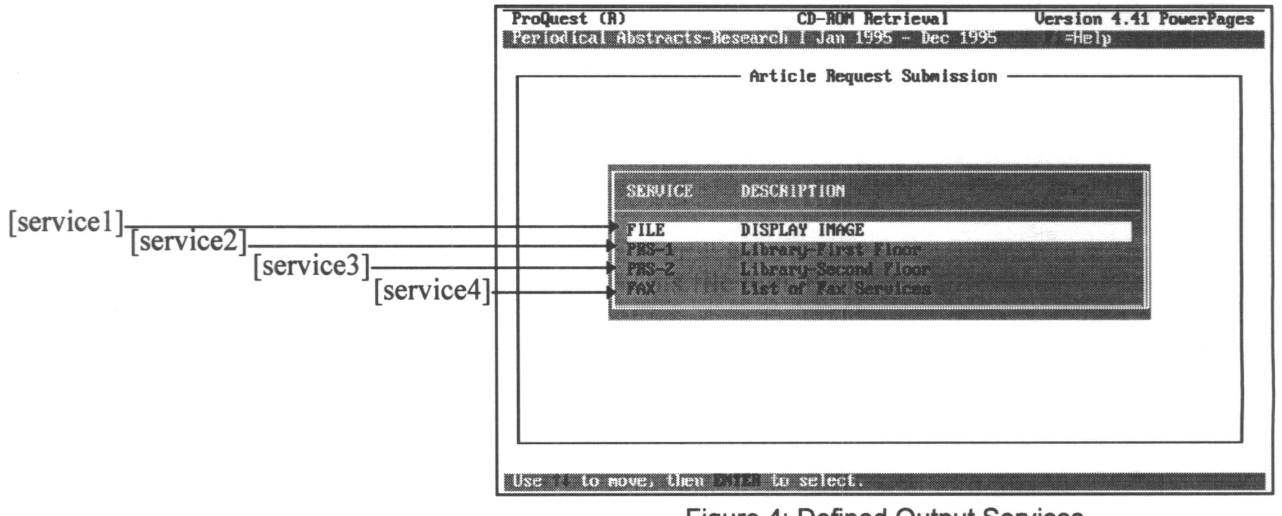


Figure 4: Defined Output Services

General procedures are given below for editing UMI.NET. Detailed procedures, for defining image display devices, printers, and fax machines, will be given over the next few pages.

Procedures

1. If modifying an existing file, create a back up of UMI.NET.
2. Retrieve, or create UMI.NET in a text editor.
3. Modify UMI.NET following the sample structures given on pages 15, 17 and 18. Attribute descriptions begin on page, 16.
4. Save UMI.NET and exit the text editor. Changes will be in effect when ProQuest is restarted.

UMI.NET Structure

The output device attributes listed in the structure below must be included when creating a new UMI.NET, or modifying an existing file.

The *numservices* field defines the total number of output devices within UMI.NET.

```
[multiaccess]
numservices = 3
site        = UMI
```

Image Display - See page 17.

[service1] provides an example of the attributes required to define an image display device.

These attributes are common to *all* output device structures.

```
[service1]
reqdir      = N:\MA\NIS-1\REQUESTS
name        = FILE
description = IMAGE FILE REQUESTS
Product     = GPO, IPO
pagesDir    = N:\MA\IMAGES
```

Printer Service - See page 17.

[service2] provides an example of the attributes required to define a printer.

Unique to printer definitions is the *printerport* attribute.

```
[service2]
reqdir      = N:\MA\NIS-1\REQUESTS
name        = PRS-1
description = Library Printer
product     = IPO,GPO
printerport = 1
```

Fax Service - See page 18.

[service3] provides an example of the attributes required to define a fax service.

This service is structured like the UMI.NET. Within this structure the total number of fax machines defined within UMI.NET is recorded, followed by specific information about each fax machine.

```
[service3]
reqdir       = N:\MA\NIS-1\REQUESTS
name         = FAX-1
product      = GPO,BPO,IPO
faxentries   = 3
faxnumber1   = 1-812-665-1212
description1 = Satellite Campus
faxnumber2   = 301
description2 = Internal Fax (Computer Lab)
faxnumber3   = BLANK
description3 = Free Form (Any Number)
```

Common Attributes

The attributes listed in the table below must be included for each output service structure defined within the UMI.NET file.

Printer and fax services require that additional attributes be defined. Attributes for printer services can be found on page 17, and fax services on page 19.

Attribute	Definition
NUMSERVICES	Tells the system how many output devices are defined in the file. Up to 100 output devices can be defined.
SITE	Image server specific entry. Must match entry in the SITE.DAT file. If this field is left blank then the system will not allow the article request to be submitted.
REQDIR	Defines the directory on the network where the image request is held until the image server locates and forwards the image to the specified service. Once the request is processed it is removed from this directory.
NAME	Defines the service name that will appear in the Services column of the Available Output Services window, see Figure 4. Image display: When defining the structure of an Image display the NAME attribute **must** be defined as FILE.
DESCRIPTION	Description used to identify the type of output and where the output will be generated. The text entered in this field will appear in the Description column of the Available Output Services window, see Figure 4.
PRODUCT	Defines the online periodicals available to the service. Information entered in this field must be entered in UPPER-CASE letters.
PAGESDIR	Defines the directory where the requested image pages will be held until it is printed, faxed or viewed. Workstations must be given full rights to this directory.

Image Display

The structure for the image display service contains the common attributes as defined on page 16. When defining image display, the *name* attribute must be defined as FILE.

Name attribute must be defined as FILE for image display.

```
[service1]
reqdir=N:\MA\NIS-2\REQUESTS
name=FILE
description = Display Image
Product =GPO, BPO, RES1
pagesDir=N:\MA\WRK1
```

Attribute	Definition
NAME	Must be defined as FILE.
PAGESDIR	Directory where images are written on the network.

Printer Services

(Available in PowerPages 2.0)

The structure for the print service contains the common attributes, (page 16) as well a printerport attribute unique to the print service. To add a print service to an existing UMI.NET follow the structure of the sample print service shown below.

Identifies the port to be used by the printer being defined.

```
[service2]
reqdir=N:\MA\NIS-2\REQUESTS
name=PRS-1
description = Library-First floor
product =BPO,GPO
pagesDir=N:\MA\PRS-1\PAGES
printerport=2
```

Attribute	Definition
DESCRIPTION	Description used to identify the type of output and *where* the output will be generated. The text entered in this field will appear in the Description column of the Available Output Services window, see Figure 4.
PRINTERPORT	Identifies the port to be used by the printer being defined.

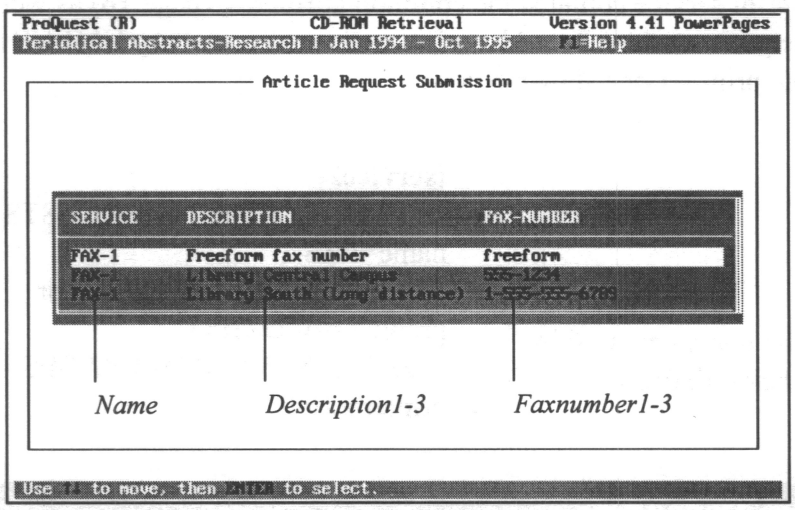
Fax Service

The structure for the fax service contains the common attributes, (page 16) as well as attributes unique to the fax service, (page 19). To add a fax service to an existing UMI.NET follow the structure of the sample fax service shown below.

This attribute defines the total number of fax machines defined within the UMI.NET file.

These attributes are repeated for each fax number defined.

```
[service3]
reqdir=N:\MA\NIS-2\REQUESTS
name=FAX-1
faxentries = 3
faxnumber1 = freeform
description1 = Freeform fax number
faxnumber2 = 555-5555
description2 = Library Central Campus
faxnumber3 = 1-555-555-6789
description3 = Library Central Campus
               (Long distance)
product = GPO
pagesDir=N:\MA\FAX-1\PAGES
```


ProQuest (R) CD-ROM Retrieval Version 4.41 PowerPages
Periodical Abstracts-Research | Jan 1994 - Oct 1995 F1=Help
Article Request Submission
SERVICE DESCRIPTION FAX-NUMBER
FAX-1 Freeform fax number freeform
Name
Description1-3
Faxnumber1-3
Use ↑↓ to move, then ENTER to select.

faxentries - Three fax machines defined.

Figure 5: Defined Fax Service

Attribute	Definition
NAME	Defines the service name that will appear in the Services column of the Available Output Services window, see Figure 5.
FAXENTRIES	Tells the system how many fax numbers are defined.
FAXNUMBER	40 or less numeric characters used to define the fax numbers to be dialed by the system. The text entered in this field will appear in the Fax-Number column of the Available Fax Services window, see Figure 5. **Freeform:** To define a freeform number, where users may enter a unique destination number, enter an *alpha*-character in this field. In the above structure a freeform number is defined at *faxnumber1*, and specific fax numbers are defined at *faxnumber2* and *faxnumber3*.
DESCRIPTION	40 Or less alphanumeric characters used to describe the fax destination. The text entered in this field will appear in the Description column of the Available Fax Services window, see Figure 5.

Change Settings

The Change Settings program modifies the PROQDAT.DAT file, and allows you to customize the behavior of your ProQuest Searchware. Information in this section applies to all ProQuest databases.

While the majority of the customization options can be made through a menu selection a few must be made by editing the PROQDAT.DAT file. These options are discussed under PowerPages Specific—Modifying PROQDAT.DAT on page 30.

The following options are just a few of the settings to consider:

- **Disable or enable Guided Help.** From System Options-General, you may disable the display of Guided Help windows by answering **No** to the Enable Guided Help option.
- **Set the time on Guided Help.** You may also set how often Guided Help windows appear by changing the Seconds before Guided Help display and Seconds before Guided Help redisplay options from System Options-General.
- **Disable or enable the Screen Saver.** From System Options-General, you may disable the ProQuest Screen Saver by answering **No** to the Enable ProQuest screen saver option.
- **Disable or enable automatic formfeed.** From System Options-Output, you may enable the automatic formfeed operation of your printer by answering **Yes** to this option. The Searchware automatically turns **off** your printer's automatic formfeed operation during ASCII installation if you have a printer attached to your workstation. If you are installing Image Searchware with *one* printer attached, automatic formfeed is turned **on**. Installing Image Searchware with *two* printers attached turns automatic formfeed **off**. You need to set this option to **Yes** if you want your printer's formfeed to operate.
- **Change the order of database names on the Select Database menu.** From System Options-Database Sequence, set the Alphabetic order option to **No**. You then are allowed to set the order of your ProQuest databases any way you want them to display.
- **Disable or enable full image display.** From PowerPages Options, you may enable the image display by answering **Yes** to this option. By answering **No** to this option, the Available Output Services window will *not* list image display as an option.
- **Set the cost of article reprints**. From PowerPages Options, you may debit each reprint by the page or by the article. You also may set the cost of each page or article. *(PowerPages systems only.)*

Run the Change Settings program after you install ProQuest Searchware. For installation information, consult the *Installing ProQuest Searchware* sections.

To run the Change Settings program, exit ProQuest by pressing SHIFT + F10 (or ALT + TTT if SHIFT + F10 has been disabled) and simply type the CHANGE command while in the PROQUEST directory:

change [press ENTER]

The charts on the next pages detail the available options and describe how to change the settings. (If using multiple PROQDAT.DAT files, Change Settings must be run from each workstation.)

Change Settings Commands

Press F2 at any time to see what commands you may use during the Change Settings program, or refer to the chart below.

Press:	To:
F1	Display a Help window.
F5	Reset current, highlighted field to its *previous* value.
F6	Reset all fields to their *previous* values.
F7	Save or abandon the changes and return to the Main Menu.
SHIFT + F10	Exit the Change Settings program and return to DOS.
ESC	Return to the Change Settings Main Menu.

From Commands menu highlight:	To:
RESET DEFAULT FOR FIELD	Reset the highlighted value to its original *default*.
RESET ALL DEFAULTS	Reset all values to their original *defaults*.

ProQuest Product Settings

System Options—General

Setting	Options	Description
Enable ProQuest screen saver	Yes, No	Press SPACEBAR to select whether to use the flashing ProQuest screen saver.
Allow user to exit to DOS	Yes, No	Press SPACEBAR to select whether to allow the user to exit to DOS to run other programs or DOS commands. If **No** and your system is set up to automatically run ProQuest when you turn it on, you must either answer **Yes** to the next option or have a "boot disk" to be able to exit to DOS.
Restart means exit to DOS	Yes, No	Press SPACEBAR to select whether Restart (F10) returns system to DOS. If **No**, Restart returns the system to the ProQuest screen saver. Timeout returns to ProQuest.
Enable color screen display	Yes, No	Press SPACEBAR to select between color or monochrome display. If **Yes**, the system allows color display. If **No**, it allows monochrome display.
Enable audible sound	Yes, No	Press SPACEBAR to select whether or not the system makes sounds when incorrect keys are pressed by a user.

System Options—General

Setting	Options	Description
Number of lines on the screen	25, 28, 43, 50	Press SPACEBAR to select the number of lines displayed on-screen. On some configurations, only 25 or 43 lines are available.
Enable Guided Help	Yes, No	Press SPACEBAR to select whether or not Guided Help screens display on-screen.
Seconds before Guided Help display	1 to 99	TYPE a number to select how quickly Guided Help screens first display on-screen.
Seconds before Guided Help redisplay	1 to 999	TYPE a number to select how quickly Guided Help screens redisplay on-screen.
Minutes system is idle before restart	0 to 99	TYPE a number (typically 10) to select how many minutes the system should wait until it erases all searches and returns to DOS or the ProQuest screen saver. Allow enough time to avoid inadvertent restarts while a user is structuring a complicated search or taking notes. If you enter zero, the system will not restart automatically.
Minutes to display restart warning	0 to 99	TYPE a number (typically one). Before restarting, the system displays a warning message for the length of time you type here. If you enter zero, the system restarts immediately after the initial idle period.

System Options—Output

Setting	Options	Description
Enable Output to:	Disable, Printer, File, Both	Press SPACEBAR to select output destinations that the user can select during a session. Select **Disable** to prevent output to printer or disk file.
Default Output Destination	Printer, File, Both	Press SPACEBAR to select default destination for record output. The user can change the destination during a session.
Allow user to select printer	Yes, No	Press SPACEBAR to enable port LPT1 or LPT2.
Default printer output	LPT1, LPT2	Press SPACEBAR to select printer port LPT1 or LPT2. Usually this should be set to **LPT1**.
Number of lines per page	13 to 66	TYPE a number to select how many lines to print on each page of output. Normally this is set at **66**.
Top margin	0 to 6	TYPE a number to select the number of lines allotted for the top margin of each page of output.
Bottom margin	0 to 6	TYPE a number to select the number of lines allotted for the bottom margin of each page of output.
Automatic formfeed	Yes, No	Press SPACEBAR to enable or disable the automatic formfeed operation of your laser printer.
Available Output Destinations	Drive:\	Specify output drives or file names. TYPE up to ten drives and directories or file names that you will allow the user to use for saving.

System Options—Discs and Search Methods

Setting	Options	Description
Enable the change disc function (ALT + F10)	Yes, No	Press SPACEBAR to select whether the system allows the user to change to another disc. If set to **No**, the system does not allow the user to change to another disc.
Allow user to insert a new disc into CD-ROM drive	Yes, No	Press SPACEBAR to select **Yes** or **No**. *If* set to **Yes**, the system allows a user to insert a new disc into a CD-ROM drive. If set to **No**, the system only displays databases that are loaded in CD-ROM drives. Set this option to **No** if CD-ROM drives are inaccessible to users.
Display "(new disc)" message	First, Last	Press SPACEBAR to select whether to display the "new disc" message at the top of the Select Database menu (First) or at the bottom of the Select Database menu (Last).
Enable the scan disc function	Yes, No	Press SPACEBAR to allow or prevent the Searchware from scanning multiple disc drives during startup or when changing databases. Answering **No** will result in quicker system response time. If you are using Pioneer CD-ROM changers, you should set this option to **No**.
Enable Search using multiple keywords (Boolean)	Yes, No	Press SPACEBAR to enable or disable Keyword Searching.
Enable Search using a list of topics	Yes, No	Press SPACEBAR to enable or disable Topic Searching.
Enable Search using a list of publications	Yes, No	Press SPACEBAR to enable or disable the Periodical Directory (F5) function.
Display order	Boolean, Topic, List	Press SPACEBAR to change the order of the search method as it appears on the Search Method menu.

Note: If you have Image Searchware and wish to run your system in the Periodical Directory mode only, you must disable Keyword Searching and Topic Searching, and enable the Periodical Directory.

System Options—Search

Setting	Options	Description
Automatically search plurals	Yes, No	Press SPACEBAR to select whether or not the system will search plural forms of words.
Automatically search variants	Yes, No	Press SPACEBAR to select whether or not the system will search spelling variations of American and English words.
Show intermediate search results	Yes, No	Press SPACEBAR to select whether or not the system will display intermediate search results that can be used in later searches.
Default connecting operator within indexes	And, Or	Press SPACEBAR to select the operator that connects terms selected from within the same index.
Default connecting operator between indexes	And, Or	Press SPACEBAR to select the operator that connects terms selected from different indexes.
Maximum number of items to find	100 to 2500	Type the number, from 100 to 2500, of items that can be displayed at the Titles or Full Record screens.
Enable Quick Item Display	Yes, No	Press SPACEBAR to select whether or not the system saves information that generates the hit count for your search statement. If users are conducting simple searches and viewing Titles or Full Records immediately, you may want to set this option to **No**. If users are constructing complex searches or performing multiple searches before viewing Titles or Full Records, you may want to set this option to **Yes.** The default setting is **Yes.**

System Options—Database Order

Setting	Options	Description
Alphabetic order	Yes, No	Press SPACEBAR to select whether or not the system displays database names in alphabetic order on the Select Database menu.
Change Database Display Order		If alphabetic order is set to **No**, use ↑ ↓ to select a database name and press SPACEBAR. Then use ↑ ↓ to move the database name to the position you want and press SPACEBAR again to anchor it there.

PowerPages Options

These options are relevant to ProQuest PowerPages sites only.

Setting	Options	Description
Workstation ID		TYPE a workstation ID name for the workstation submitting requests on the PowerPages network.
Allow submission of PowerPages request	Yes, No	Press SPACEBAR to select whether or not the workstation may submit article requests on the PowerPages network.
Allow user to set priority	Yes, No	Press SPACEBAR to allow users to set the priority of their request(s).
Allow user to confirm request	Yes, No	Press SPACEBAR to allow users to confirm that they want to submit an article request or stop a request from being submitted.
Debit by page or by article	Page, Article	Press SPACEBAR to charge patrons either by the page or by the article.
Cost of each debit (in cents)		TYPE the cost of each page or article requested.
Allow image display	Yes, No	Press SPACEBAR to enable/disable the image display on the PowerPages network.
Path to the PowerPages services file		TYPE the drive letter, directory name and file name containing output service information.

Database Options

Use ↑ ↓ to select a database and press ENTER to change these options:

Maximum Items for Printing:

Short Format	0 to 2500	TYPE a number to specify the maximum number of items in short format (citation only) the user may print with a print/save command (F4). *Note: This number may not be set greater than the Maximum number of titles to find option under System Options - Search.*
Long Format	0 to 2500	TYPE a number to specify the maximum number of items in long format (full record) the user may print with a print/save command (F4). *Note: This number may not be set greater than the Maximum number of titles to find option under System Options - Search.*

Maximum Items for File Downloading:

Short Format	0 to 2500	TYPE a number to specify the maximum number of items in short format (citation only) the user may save to a disk with a print/save command (F4). *Note: This number may not be set greater than the Maximum number of titles to find option under System Options - Search.*
Long Format	0 to 2500	TYPE a number to specify the maximum number of items in long format (full record) the user may save to a disk with a print/save command (F4). *Note: This number may not be set greater than the Maximum number of titles to find option under System Options - Search.*
Default output format	Short, Long	Press SPACEBAR to select the default record format for output. The user can change format during a session.
Include Library Holdings in Output:	Yes, No	Press SPACEBAR to select whether or not Library Holdings information is printed or saved.

To save your Output Options and return to the Change Settings Main Menu, press ESC or F7. A window opens, giving you the choice of saving or abandoning the changes, or continuing to make changes to Output Options. Highlight your choice and press ENTER .

When you are finished, exit the Change Settings program. You will be returned to the PROQUEST directory, where you may type **PROQUEST** to run the ProQuest Searchware.

Note: If you have an Image database, type IOS at the DOS prompt.

PowerPages Specific—Modifying PROQDAT.DAT

The features listed below are found within PROQDAT.DAT under the MultiAccess heading. These features can be activated/deactivated and defined by editing PROQDAT.DAT.

- Display a system message if a requested image is not found on the image server.
- Define the message displayed when a requested image is not found on the image server.
- Define a sample fax number to be displayed when a freeform fax number is selected from the Available fax service window.
- Allow debiting by the system.

Procedures

1. Create a back up of PROQDAT.DAT
2. Retrieve PROQDAT.DAT in text editor.
3. Locate the variable name under the [MultiAccess] section and make necessary changes, see descriptions below.
4. Save PROQDAT.DAT and exit the text editor. Changes will be in effect when ProQuest is restarted.

Variable	Options	Description
CheckJukecontents	True, False	Type True to activate and display the system message when a requested image is not found on the image server. Type False to deactivate the system message.
ErrorMsgTxt	*Free form text*	Type the system message to be displayed when a requested image is not found on the image server.
SampleFaxNum	*Free form text*	Type a sample fax number to be displayed when freeform fax number is selected from the Available fax service window. If the user must enter a 9 in order to dial out you may enter a 9 in the Sample fax number field as a reminder. Example: 9-###-###-####
acsUse	True, False	Type True if your network is set up to allow debiting
debitMessage	*Free form text*	Type the system message to appear when debiting has been activated.

Statistics Administrator

ProQuest Searchware has the ability to collect usage statistics and provide librarians with information about patron use of ProQuest ASCII and Image workstations. (PowerPages systems have their own, unique statistics programs that perform similar functions. This Statistics Administrator program should not be used on PowerPages systems.)

Statistics collection is turned off after ProQuest Searchware is installed. You must turn on statistics using the Enable/Disable Statistics option from the Statistics Administrator Main Menu before printing or saving a statistics report.

There are four types of reports that may be generated by Statistics Administrator:

- A **General Usage Report** tells you information about a workstation's total usage, average usage per day, total Boolean searches resulting in records, total Topic searches resulting in records and the total number of records printed or saved.
- A **Records Printed Report** lists the total number of records printed at the Full Record screen for a specific database.
- An **Image Pages Printed Report** lists the number of image pages printed for individual publications.
- A **Journal Usage Report in Alphabetical Order** provides an alphabetical list of the total number of records printed and the total number of image pages printed for publications in a database.

Starting Statistics Administrator

Exit to DOS from the Searchware by pressing SHIFT + F10. If SHIFT + F10 has been disabled in the Change Settings program, press ALT + TTT to exit to DOS. At the C:\PROQUEST prompt, type **STATS** and press ENTER. The Main Menu appears with a choice of four options. (See Figure 6.) You may:

- Print/Save a Report of Current Statistics.
- Reset Statistics.
- Enable/Disable Statistics.
- Exit Statistics Administrator.

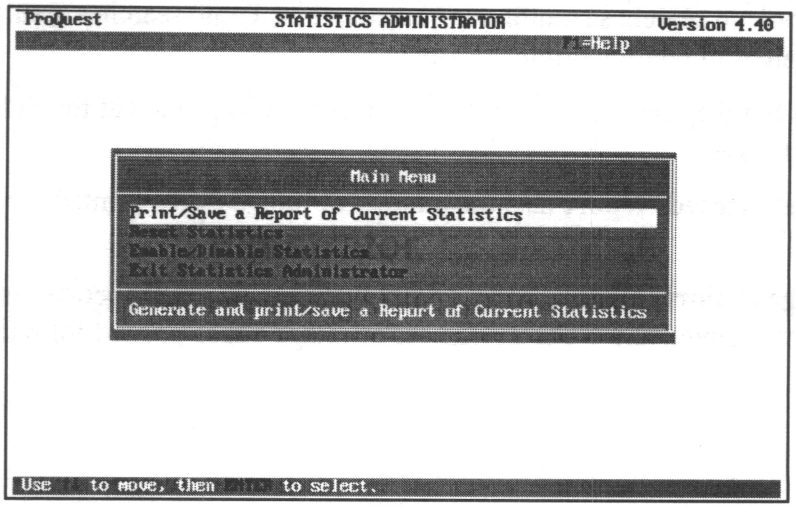


Figure 6: Statistics Administrator.

Print/Save a Report of Current Statistics

Note: The file must exist before statistics can be printed or saved.

Highlight **Print/Save a Report of Current Statistics** and press ENTER. Select a database you want to print statistics for and press ENTER. You will be at the Generate Report menu. You may:

- Generate a General Usage Report.
- Generate a Records Printed Report.
- Generate an Image Pages Printed Report.
- Generate a Journal Usage Report in Alphabetical Order.

Highlight an option and press ENTER. You will be at the Print to... menu, where you have the option of printing a report or saving it to a disk file.

To print a report, select **Printer** and press ENTER. Select printer port **LPT1** or **LPT2** and press ENTER.

To save a report to a disk file, select **File** and press ENTER. Type the drive letter and file name you want to save statistics to and press ENTER. For example, type **C:\IMAGES.OUT** and press ENTER.

Reset Statistics

To reset all previous statistics, highlight **Reset Statistics** and press ENTER. A confirmation box appears and asks you if you want to reset statistics. Select **Yes** and press ENTER to delete all statistics files. Select **No** and press ENTER to return to the Main Menu.

Note: Resetting statistics causes all previous statistics files to be deleted.

Enable/Disable Statistics

At the Main Menu, highlight **Enable/Disable Statistics** and press ENTER. You may enable all statistics (both general and database-specific), enable general statistics only, or disable statistics entirely. Choose one option only and press ENTER.

Viewing Statistics Reports Saved to a Disk File

If you saved a statistics report to a disk file, you may view the file using a standard word processor or text editor. If you have MS-DOS 5.0 or above, you may use the MS-DOS Editor. To use the MS-DOS Editor, exit to DOS. Type **CD\DOS** and press ENTER. At the C:\DOS prompt, type **EDIT** followed by the drive letter and file name you saved statistics to and press ENTER. For example, type **EDIT C:\GENERAL.STA** and press ENTER.

To exit the MS-DOS Editor, hold down the ALT key and press F. Then, press X.

Library Holdings Administrator

Library Holdings Administrator software allows you to electronically link the journals in your library or collection(s) with the titles available in your ProQuest database(s). Not every ProQuest database needs or uses the Library Holdings Administrator. If your database works with Library Holdings Administrator and you decide to install and use this program, holdings information will be displayed in ProQuest when the user presses F7. This section shows you how to:

- Install and start the Library Holdings Administrator
- Use the options available at the Main Menu
- Move around on the main holdings screen
- Enter holdings information (paper or microform availability)
- Assign informational notes about titles or groups of titles
- Edit group and title-specific notes
- Save holdings information
- Print holdings information
- Back up holdings information
- Restore holdings information
- Move holdings information to a stand-alone ProQuest workstation
- Copy holdings from one ProQuest database to another

Note: You must install the ProQuest Searchware using the SETUP command described earlier in this guide before you install Library Holdings Administrator (if you want to save your holdings information to ProQuest Searchware on the same machine).

System requirements

The following are minimum system requirements for running Library Holdings Administrator software:

- IBM® AT or fully compatible computer
- 640 KB RAM with 480 KB available for Library Holdings Administrator
- Hard disk with 1 MB free
- Floppy drive or CD-ROM drive (CD-ROM drive recommended)

For Assistance

If you need assistance installing and setting up Library Holdings Administrator, contact UMI Electronic Technical Support at 800-889-3358.

F1 for Help

At any time, press F1 to view a message that explains the function you are in or the next step to take. Help messages appear in the lower part of the screen and are context-sensitive. Press ESC to remove the Help window.

F2 for Commands

The Commands window, displayed after pressing F2, lists what commands are currently available to you and lets you select from several options.

Press F2 to open the Commands window in the upper right corner of the screen. Use ↑ ↓ to scroll through the list. A one-line message at the bottom of the window summarizes each command.

To execute a command, you may either press the key(s) listed next to the command or highlight the line and press ENTER. To close the window without executing a command, press ESC.

Installing Library Holdings Administrator

Library Holdings Administrator software is provided on the ProQuest Searchware installation CD-ROM. Access the CD-ROM drive by typing the drive letter followed by a colon and press ENTER. Type **LHSETUP** and press ENTER.

For example:

D: [press ENTER]
LHSETUP [press ENTER].

Select **Install Library Holdings Administrator** from the Main Menu and press ENTER. After installing Library Holdings Administrator, remove the ProQuest Searchware installation CD-ROM and store it in a safe place.

If you want to install Library Holdings Administrator on a machine that does not have a CD-ROM drive attached, copy LHSETUP.EXE, LHA.EXE and HELP.TXT from the ProQuest Searchware installation CD-ROM to a diskette. Insert the diskette into the floppy drive of the machine on which you want to install Library Holdings Administrator. Type **LHSETUP** and press ENTER. Store the floppy diskette in a safe place when you are finished.

Updating/Backing up Library Holdings Information

Library holdings information must be updated when you install the ProQuest Searchware. You should back up your holdings information, either to a floppy diskette or to a different directory on your hard drive, if:

- You are updating Library Holdings Administrator.
- You are updating a ProQuest databases titles list (either from a CD-ROM drive or a floppy drive).

Updating Library Holdings Administrator

The Update Library Holdings Administrator program is provided on the ProQuest installation CD-ROM. At the DOS prompt, access the CD-ROM drive by typing the drive letter followed by a colon and press ENTER. Then, type **LHSETUP** and press ENTER.

For example:

1. Type **D:**
2. Press **ENTER**
3. Type **LHSETUP**
4. Press **ENTER**

Select **Update Library Holdings Administrator** from the Main Menu and press ENTER. If the path in the Enter Path window is correct, press ENTER. If the path is not correct, type the correct path and press ENTER.

Backing up Library Holdings Information

To back up your holdings information, press F3 from the database title list screen after starting the Library Holdings Administrator. If you choose to back up to a floppy diskette, place the diskette in the floppy drive. Type the path to the backup diskette or the backup directory on your hard drive and press ENTER.

Note: All previously saved holdings information, including notes and format information, will be retained when updating Library Holdings Administrator and/or title lists.

Starting Library Holdings Administrator

To start Administrator:

1. change to the Library Holdings directory by typing:
   CD\ LHA
2. Press **ENTER**
3. At the C:\LHA> prompt, type:
   LHA
4. Press **ENTER**

You have now entered the Library Holdings Administrator program. The Main Menu appears. If you want to change program settings, highlight the option **Change LHA Settings** and press ENTER. See *Change LHA settings* for an explanation of the Change LHA Settings option.

After changing the settings, you must update from a floppy diskette or from a CD-ROM disc in order to obtain the most current titles list for your ProQuest database. Instructions for updating the titles list begin with the section *Update from floppy disk.*

The Main Menu

After you first install Library Holdings Administrator software, several options appear on the Main Menu. (See Figure 7.) These options are used to load database titles into the Administrator so that you may customize your holdings. Use these options if you have not yet loaded a titles file into the Administrator directory, or to obtain the most current titles list for a database.

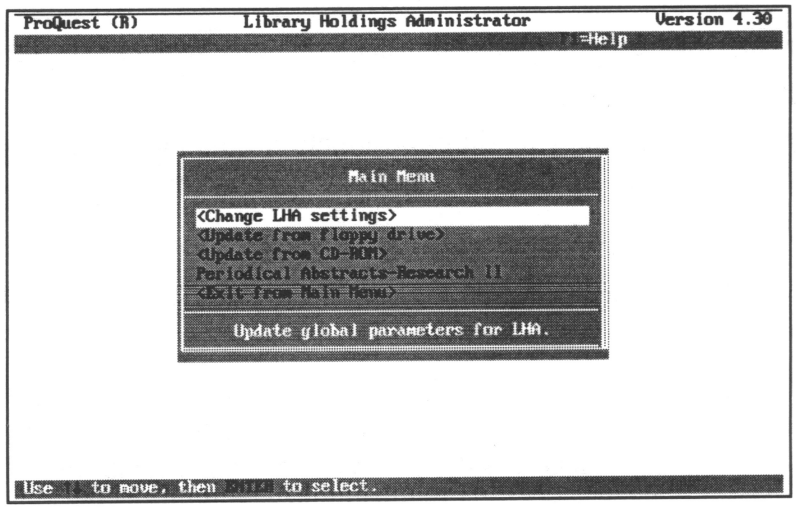


Figure 7: The Main Menu.

Note: The items on the following pages describe Main Menu operations. To access your holdings information, see the section titled "The Holdings Screen."

Change LHA settings

Using the Change LHA settings option, you can:

- Change the printer port for printing titles. You may print titles from a different printer.
- Set the search directory to which you copy your holdings information. If you did not install your ProQuest Searchware to the default C:\PROQUEST directory, you will need to specify the name of the directory where the ProQuest Searchware is installed.
- Set the save directory for saving holdings information. You may name the directory to which your holdings information is saved.
- Choose a character for representing holdings information. You may wish to select a different character than the default Y to represent your paper and microform holdings.
- Select a monochrome screen setting.

Highlight **Change LHA settings** and press ENTER. The Change Settings screen displays. (See Figure 8.)

Use ↑ ↓ to select an option. Use SPACEBAR to select the printer port for printing titles. Type the names of the ProQuest Searchware and Save directories. Type the character you want to represent holdings information. Select **Yes** if you have a monochrome monitor.

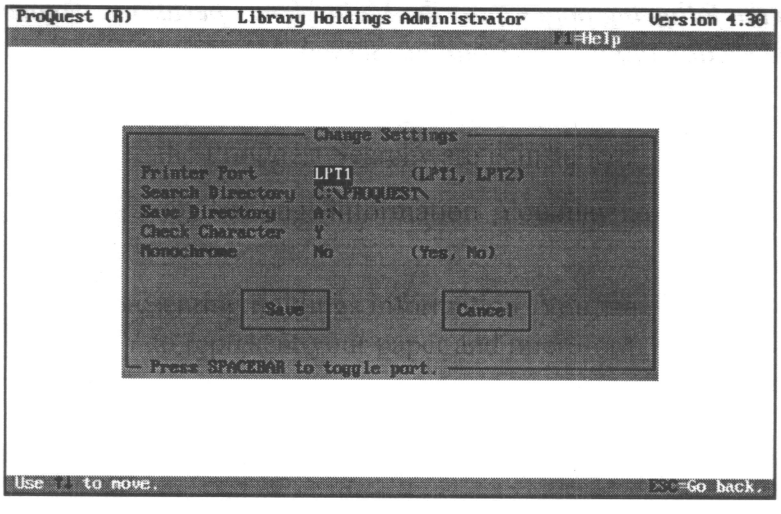


Figure 8: Change LHA settings.

Update from Floppy Disk

If you do not have a CD-ROM drive attached to the Library Holdings Administrator machine, you may use this option to update the database titles list from a floppy diskette.

1. At the machine with the source database, type LHTRANS at the C:\PROQUEST directory. Insert a diskette into the floppy drive. Highlight "Copy title list from CD-ROM to floppy" and press ENTER. The database titles list will be copied to the diskette.
2. Take the diskette to the Library Holdings Administrator machine and insert the diskette into the floppy drive. Highlight "Update from floppy disk" and press ENTER. The database titles list will be copied to the hard drive.

Update from CD-ROM

Use this option to copy the database's titles from the CD-ROM directly onto the hard drive.

The first time you update the titles list for a particular ProQuest database, the database name appears on the Main Menu below the update options. Updating from the CD-ROM ensures that you have the most current titles list in your holdings information. All of your previous holdings information for a database remains intact when you update a titles list.

The Holdings Screen

To access your holdings information, highlight the database on the Main Menu and press ENTER. The holdings screen displays. (See Figure 9.)

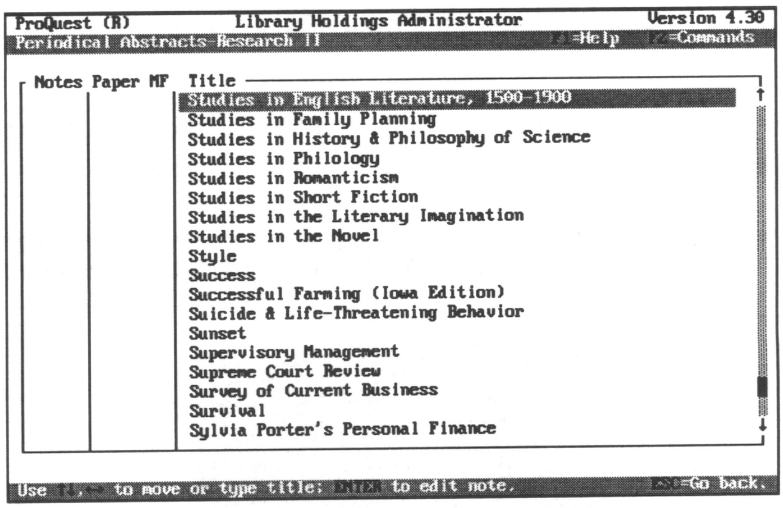

ProQuest (R) Library Holdings Administrator Version 4.30
Periodical Abstracts Research II =Help =Commands
Notes Paper MF Title
Studies in English Literature, 1500-1900
Studies in Family Planning
Studies in History & Philosophy of Science
Studies in Philology
Studies in Romanticism
Studies in Short Fiction
Studies in the Literary Imagination
Studies in the Novel
Style
Success
Successful Farming (Iowa Edition)
Suicide & Life-Threatening Behavior
Sunset
Supervisory Management
Supreme Court Review
Survey of Current Business
Survival
Sylvia Porter's Personal Finance
Use to move or type title; ENTER to edit note. =Go back.

Figure 9: The holdings screen.

Note: The first time you access the database, you will only see a list of new titles. You may mark your holdings information on this smaller list of new titles, which may include titles that have had a name change, or you may exit the holdings screen and re-enter to add holdings information to the merged list of new and old titles.

The holdings screen is divided into three sections:

- **Notes**

  This area of the screen has two columns. The first column shows the number of a group note that is linked to a title. If an asterisk (*) appears in the second column, a title-specific note is linked to that title. See the passage in this section entitled *Notes* for details on creating and editing notes.

- **Holdings**

  This area of the screen has two columns that indicate the format(s) (paper or microform) in which the title is available in your library. See the passage below titled *Entering holdings information* for details on how to enter this information.

- **Title**

  This area of the screen displays journal titles.

Entering Holdings Information

To enter holdings information for each title, type the name of the title or use ↑ ↓ to locate the title.

1. Use ← to move to the holdings (paper, microform) columns.

   Press ENTER, SPACEBAR or Y in the appropriate column to indicate the format in which your library holds that journal. A Y appears in the appropriate column for each title you mark. (You may choose any character to represent holdings information by using the Change LHA settings option at the Main Menu.)

2. You may also enter holdings information for a title or group of titles by marking them using F9.

3. After marking the titles, press F8 to go to the Set Media Information screen. A window appears with holdings options and a group note option. (See Figure 10.)

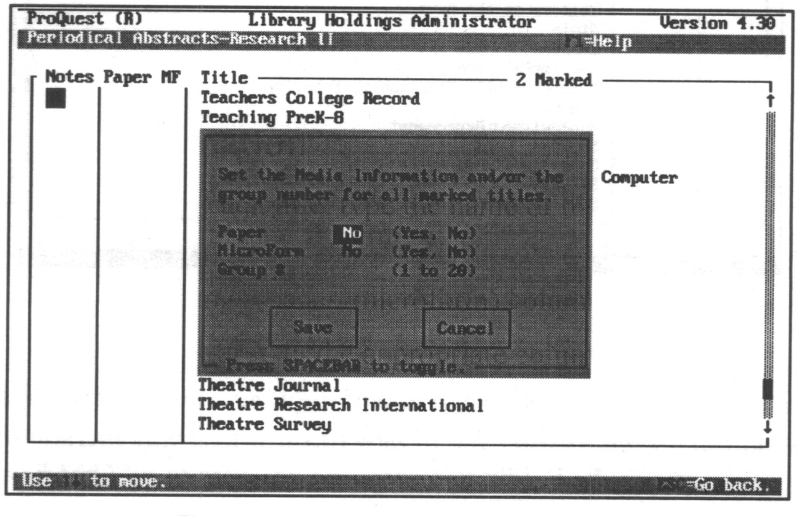


Figure 10: Set Media Information screen.

Use ↑ ↓ to move through the options. Use SPACEBAR to toggle **Yes** or **No** on the holdings options. Type a number from 1 to 20 on the group note option. For information on group notes, see the section titled *Creating group notes.*

Caution: Changing holdings information in the Set Media information window will cause all previous group note holdings information to be overwritten for each title that is marked.

When you have finished setting options, highlight **Save** or **Cancel** and press ENTER. The holdings screen displays your media choices. (See Figure 11.)

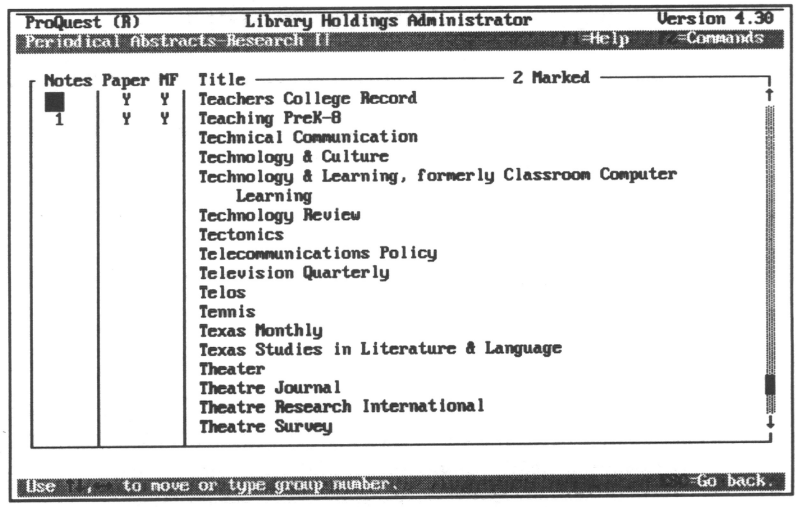


Figure 11: The holdings screen.

Note: Press F6 to save your work each time you make changes.

Notes

The notes function allows you to enter short informational paragraphs about an individual title or group of titles, or a main note that displays for all titles. These notes allow you to provide information to users about the availability of a publication, or what steps they can take to obtain the information they seek.

Note: When using Update Library Holdings Administrator while running the LHSETUP program, previous notes are retained.

The Main Note

1. To enter a main note that displays for **all titles**, press SHIFT + F7.
2. An Edit Main Note window appears. (See Figure 12.) Type a note and then press ENTER.
3. Press ENTER again to save the note, or select **Cancel** and press ENTER or ESC to discard the note.
4. Press F6 to save your work.
5. To edit an existing main note, see the passage in this section entitled *Editing notes*.

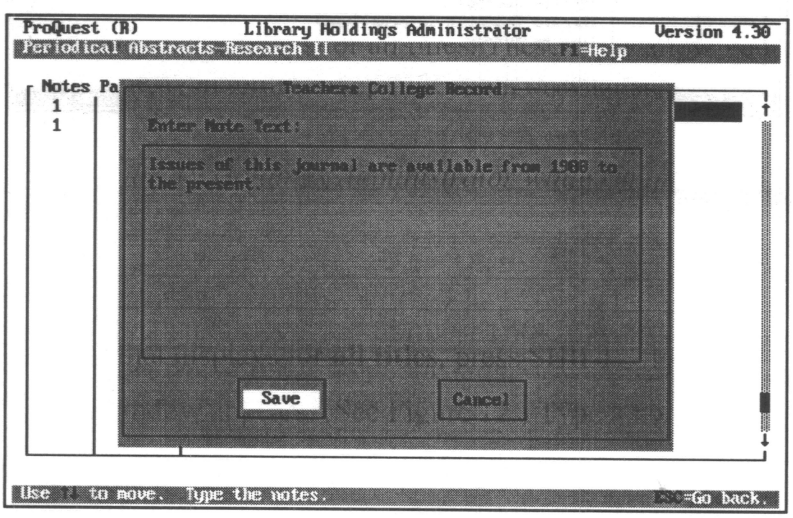


Figure 12: Edit Main Note window.

Creating Group Notes

Group notes are short paragraphs that contain information common to a number of titles. The group notes option allows you to provide descriptive information for titles that have similarities or that can be located in the same way. Each title may contain only one group note. You may create up to 20 group notes.

1. To create a group note, press F7. The Choose a Group Note window appears. (See Figure 13.)

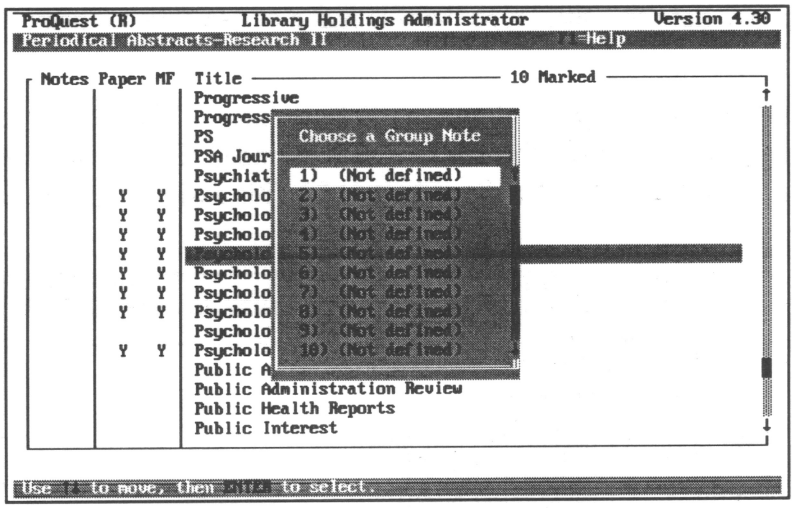


Figure 13: Choose a Group Note window.

2. Use ↑ ↓ to highlight an unused group note and press ENTER. An Edit Group Note window appears. (See Figure 14.)

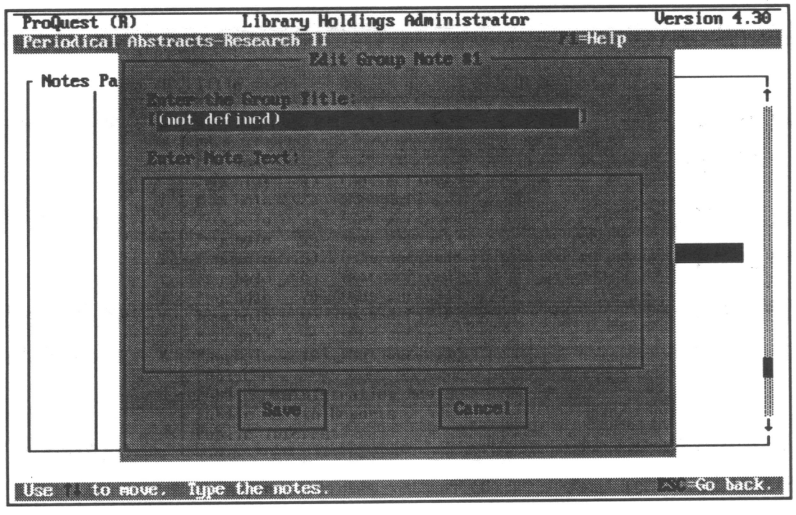


Figure 14: Edit Group Note window.

3. Type a group note name up to 44 characters long and press ENTER. This name is for your use only and will not be seen by ProQuest users.
4. Type a brief note up to 500 characters long. After you finish typing the note, press ENTER.
5. Press ENTER again to save the note, or select **Cancel** and press ENTER or ESC to discard the note.
6. To edit an existing group note, simply highlight it from the Choose a Group Note window, press ENTER and follow the above procedures. See the passage in this section entitled *Editing notes* for more information.
7. Press F6 to save your work.

Assigning Group Notes

1. To assign a group note to a title, type the title name or use ↑↓ to locate the title and press ENTER.
2. Use ← to move to the left-hand column in the Notes area of the holdings screen. Type the number of the group note and press ENTER. The number of the group note displays in the Notes area of the holdings screen. (See Figure 15.) This assigns a group note to a single title.

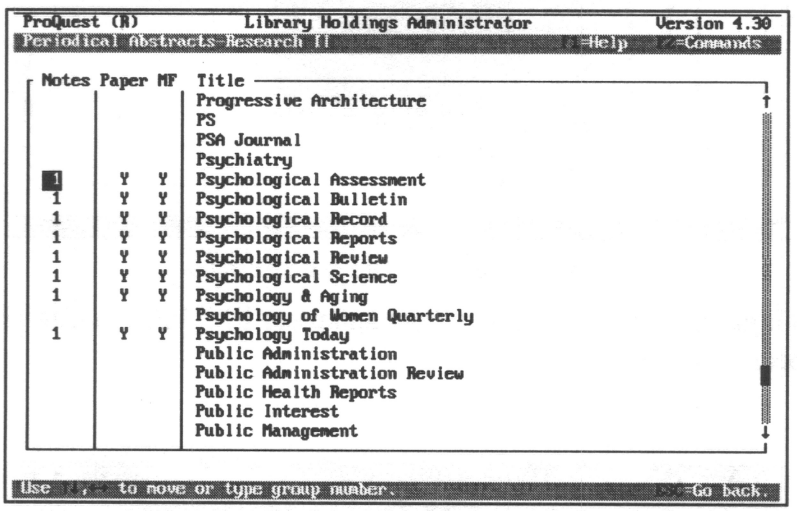

ProQuest (R) Library Holdings Administrator Version 4.30
Periodical Abstracts-Research II =Help =Commands
Notes Paper MF Title
Progressive Architecture
PS
PSA Journal
Psychiatry
1 Y Y Psychological Assessment
1 Y Y Psychological Bulletin
1 Y Y Psychological Record
1 Y Y Psychological Reports
1 Y Y Psychological Review
1 Y Y Psychological Science
1 Y Y Psychology & Aging
Psychology of Women Quarterly
1 Y Y Psychology Today
Public Administration
Public Administration Review
Public Health Reports
Public Interest
Public Management
Use , to move or type group number. =Go back.

Figure 15: Group notes.

3. You may also assign a group note to several titles at once by marking them using F9. After marking the titles, press F8 to set marks.

   In the Set Media information window, use ↓ to highlight the Group # field. Simply type the number of the group note and press ENTER.

   Caution: Typing the number of a group note and pressing ENTER in the Set Media information window will overwrite all previous holdings information for each title that is marked.

4. Press ENTER again to save the changes, or highlight **Cancel** and press ENTER or ESC to discard the changes.
5. Press F6 to save your work.

Title-specific Notes

You may create a note for each individual publication. Title-specific notes allow you to provide information about a publication that pertains only to that particular title.

1. To create a title-specific note, type the title name or use ↑ ↓ to locate the title and press ENTER. An Edit Title Note window appears. (See Figure 16.)
2. Type a brief note up to 500 characters long and press ENTER. Press ENTER again to save the note, or highlight **Cancel** and press ENTER or ESC to discard the note. If you saved the note, an asterisk (*) appears in the Notes area of the holdings screen for that title.
3. Press F6 to save your work.

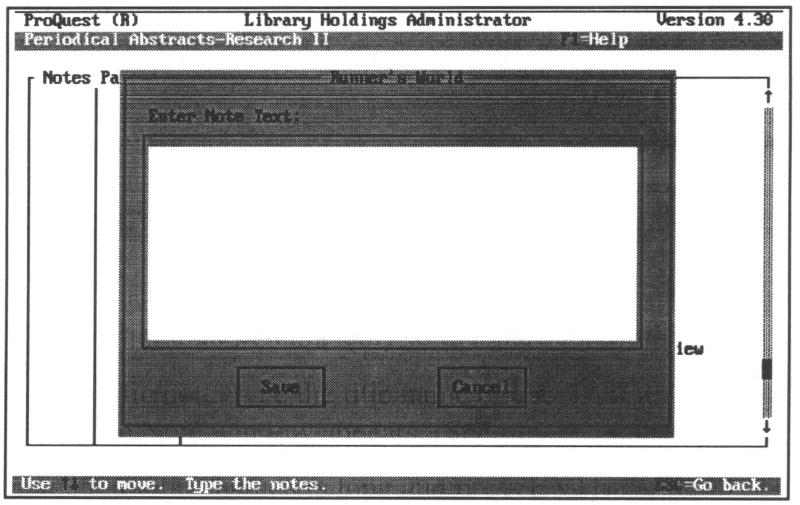


Figure 16: Title-specific note window.

To edit a title-specific note, see the section *Editing notes* on the next page.

Deleting Notes

1. To delete either a group note or a title-specific note, use ← to move to the Notes area of the holdings screen.
2. Highlight the note number or title-specific note (*) you wish to delete and press DEL. The note is then deleted from the Notes area.
3. Since group numbers in the Notes area of the holdings screen are merely links to the actual textual note, deleting a group note number from the holdings screen only eliminates the link, not the textual note.

Editing Notes

To advance to the next available line or to add blank lines to a note, use SPACEBAR. Other keyboard keys are standard:

- Use ↑ ↓ to scroll through existing lines.
- Use ← → to move while editing a line.
- Use Home/End to go to the beginning or end of the current line.
- Use CTRL + ← to go to the beginning of the previous word on the line; use CTRL + → to go to the beginning of the next word on the line.

Saving Holdings Information

1. To save holdings information at any time, press F6. The software automatically saves the holdings file to the LHA directory.
2. A window is displayed asking if you want to save holdings information to the ProQuest Searchware directory if present on the machine. (See Figure 17.) Answer **Yes** or **No** and press ENTER.

*Note: You must answer **Yes** for holdings to display in the ProQuest Searchware.*

3. The program prompts you about saving to a floppy diskette. By saving to a floppy diskette, you can transfer holdings to other machines, using the LHTRANS program found in the C:\PROQUEST directory. If you have no need to copy holdings information to a floppy diskette, you may permanently turn off this prompt by using <<Change LHA Settings>> and blanking out the Save Directory field.

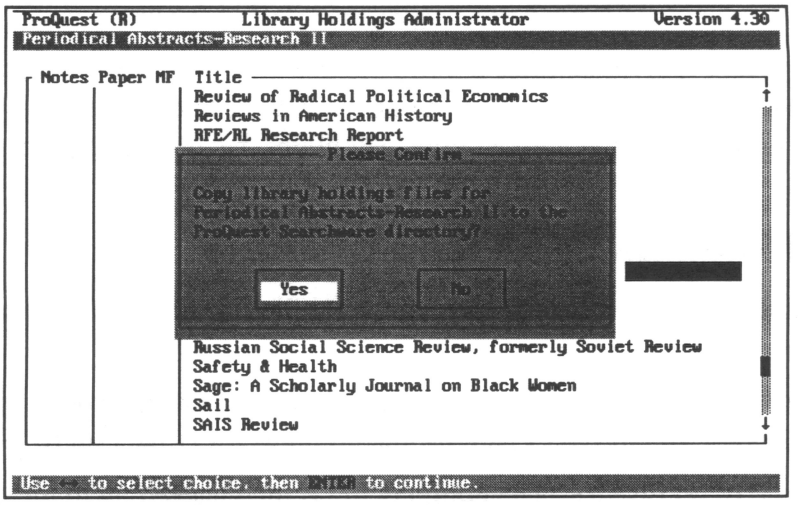


Figure 17: Save holdings to ProQuest Searchware directory.

Note: Both the ProQuest Searchware directory and floppy drive specification may be modified from the Main Menu using the Change LHA Settings option.

Printing Holdings Information

1. If you want to print a list of database titles with corresponding format information indicated (paper or microform), press F4. A window appears with the option of sending the titles information to a printer or to a file.

   Note: Any notes you have added will not be printed.

2. If you select the printer option, the titles and format information are printed.
3. If you select the file option, a window appears for you to type a path and file name for the titles list. (See Figure 18.) Type a path and file name and press ENTER.

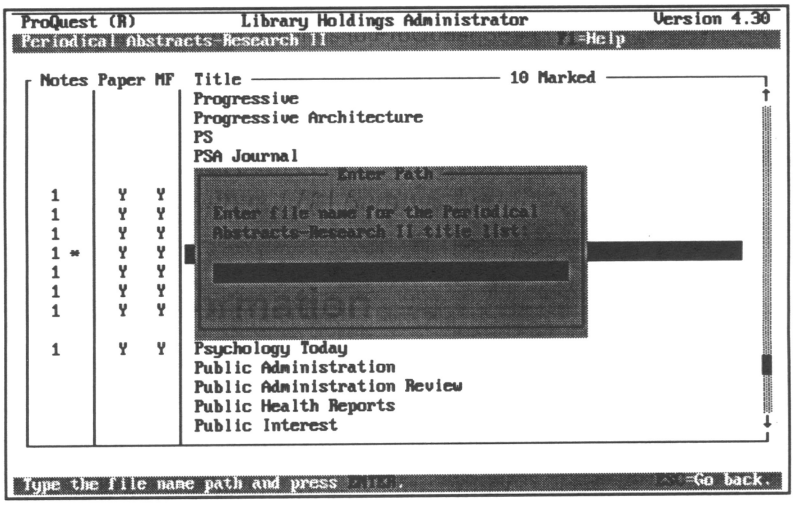


Figure 18: Titles list file name window.

4. You may also mark individual titles to print or save to a file. To do so, mark the titles on the holdings screen by pressing F9. When you press F4 to print the titles, you will first be given the option of printing just the marked titles. Highlight this option and press ENTER.

Backing up Holdings Information

You may back up your holdings information to a second file for safety in the event your holdings information is lost or modified incorrectly.

1. If you wish to back up your holdings information after you have saved it, press F3. A window appears for you to type a path for the holdings file. (See Figure 19.)
2. Type a path and press ENTER. The holdings file is then backed up to the path you typed.

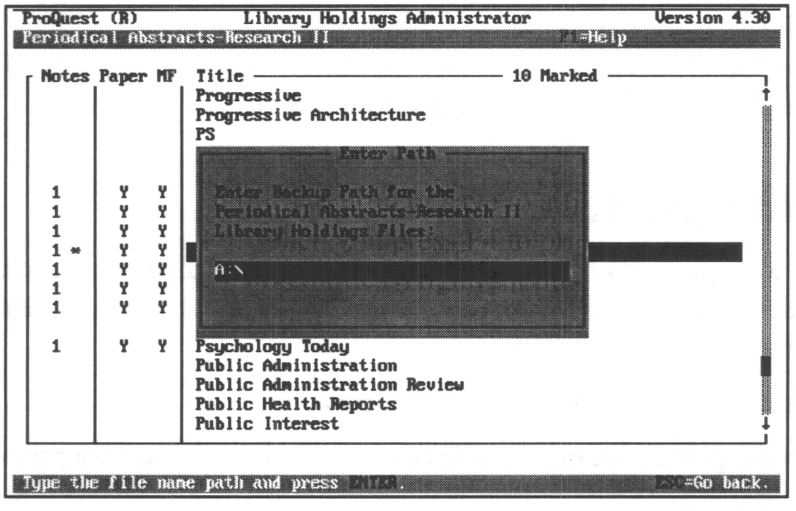


Figure 19: Backup holdings information window.

Restoring Holdings Information

1. If you backed up your holdings information and need to restore it, press SHIFT + F3. The path you typed when you backed up the holdings file is displayed in a window. (See Figure 20.)
2. If the path is correct, press ENTER and the file is restored. If the path is incorrect, type a new path and press ENTER.

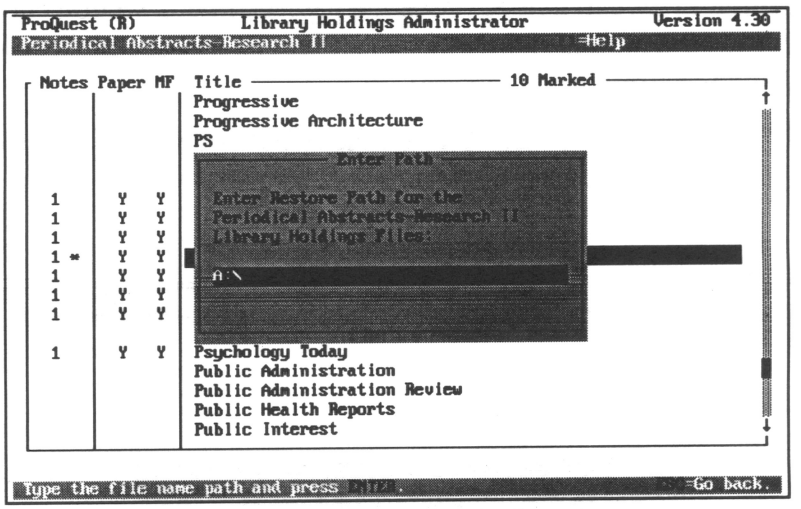


Figure 20: Restore holdings information window.

Moving Holdings Information to a Stand-alone ProQuest Workstation

If your Library Holdings Administrator software is loaded on a different machine than the one that has ProQuest Searchware loaded on it, follow the steps below for moving holdings information to the ProQuest directory. This is necessary so that holdings information will display when searching the ProQuest database.

1. Copy your LHA directories/files to a floppy diskette in one of two ways: Press F6 and use the second prompt to save to a floppy (See the passage in this section entitled *Saving holdings information*), or press F3 for Backup. (See the passage in this section entitled *Backing up holdings information.*)
2. From the ProQuest Searchware directory on the stand-alone machine, type **LHTRANS** at the C:\PROQUEST prompt.

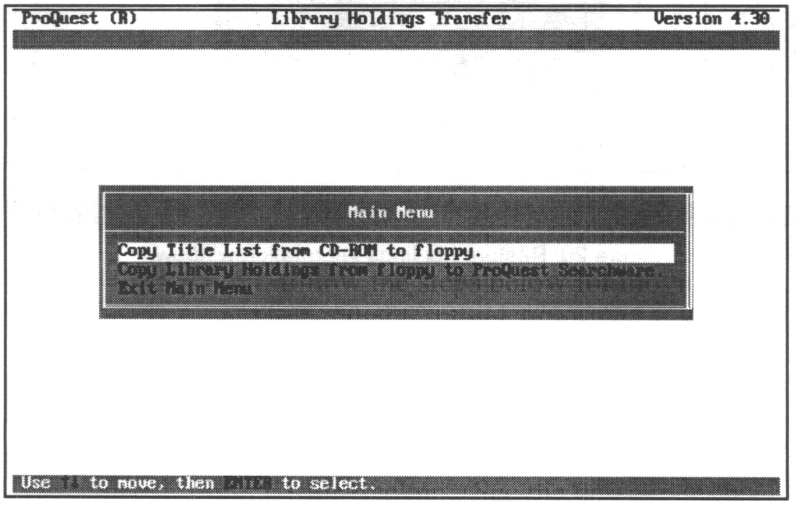


Figure 21: LHTRANS Main Menu.

3. Select the option **Copy Library Holdings from floppy to ProQuest Searchware** from the LHTRANS Main Menu and press ENTER. This transfers the LHA files to the ProQuest directory.

Copy Holdings

If you subscribe to multiple ProQuest databases, you may copy holdings information from one database to another without having to manually re-enter holdings information. You may also upgrade or downgrade from one ProQuest database to another while easily copying your holdings information.

To copy holdings from one database to another:

1. Press F5. Select a database with holdings information you want to copy to the current database and press ENTER. (See Figure 22.)

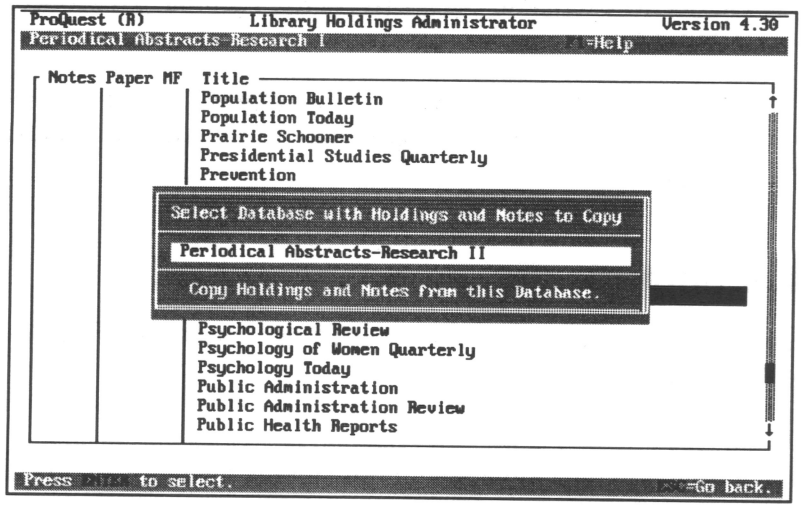


Figure 22: Copy Holdings window.

2. You will be asked if you want to copy the main note, group note and group note numbers from the source database to the current database. Select **Yes** or **No** and press ENTER.
3. You will be asked if you want to copy individual notes from the source database to the current database. Select **Yes** or **No** and press ENTER. If you selected **Yes**, your holdings information will then be copied.

Troubleshooting

This section contains information to assist you if you have a problem or technical question regarding your ProQuest system. Included are basic pieces of information concerning system software and a listing of error codes.

If you are unable to answer a question or correct a problem after reviewing this section, please call UMI Electronic Technical Support at 800-889-3358.

You may have been sent the following items with your shipment:

Workstation Utility Disk	This is a 3.5 or 5.25 disk that contains a limited version of DOS, CD-ROM extensions, and drivers for Toshiba and Pioneer CD-ROM drives.
ProQuest Searchware Installation CD	This CD contains the ProQuest Searchware install and uninstall program, and the Library Holdings Administrator installation program.

About DOS Commands

This document assumes you are familiar with various DOS commands. Below are some notes about specific DOS functions.

Checking Memory

Use the DOS MEM command to check the amount of storage available on the hard disk and the available RAM.

MS-DOS 6.0

If you are using MS-DOS version 6.0 or higher, the CHKDSK/F command asks if you want to run SCANDISK instead. Answer NO to this question.

Verify MSCDEX and the Device Driver

If the CD-ROM drive is located at the workstation, to be sure your computer can recognize the CD-ROM drive, turn the drive on and insert a CD-ROM disc. From the DOS prompt, change to the drive containing the CD-ROM. If you typed the correct letter of the CD-ROM drive, the drive's busy light will flash and you will see a prompt with that drive's letter on-screen. Then use the DIR command to view its directory.

If you cannot view the directory of the disc in the CD-ROM drive, it may indicate that MSCDEX or the CD-ROM driver is improperly installed. Refer to your MSCDEX installation manual to determine how to install the software or device driver.

If the CD-ROM drive is located on the network, contact your network administrator for instructions on mounting and assigning a drive letter to the CD-ROM drive. If you need assistance, contact UMI Electronic Technical Support at 800-889-3358.

Error Codes

Error codes are displayed in ProQuest when problems occur. These are the most common error codes that may occur on ProQuest systems.

Error Code		ASCII	Image	PPgs	LH
CONVERT.c147	Problem: This error code occurs when files are deleted during installing or uninstalling ProQuest.	✓			
	Solution: Delete all ProQuest files and retry installing or uninstalling.				
IDB.cXXX	Problem: This error code occurs because of corrupted files, insufficient rights on a network, or when running LHA.EXE from the Installation CD.				✓
	Solution: Make sure that you are at the C:>LHA prompt when you type in LHA and press ENTER. Make sure that you are logged in as a Supervisor if you are on a network.				
IFTAPI.cXXX	Problem: This error code *may* indicate a problem with your temporary directory. ProQuest needs to write to this temporary directory on your hard drive to store information when you are searching.	✓	✓		
	Solution: Check your AUTOEXEC.BAT file to ensure that there is a line that reads: **Set Fultemp=C:\Proquest\temp** Check the spelling, and make sure that you have sufficient disk space to write the temporary files (at least 10 MB).				
IISELDB.c282	Problem: This error code only occurs in ProQuest version 4.30. It gives a message saying you have low memory.	✓	✓		
	Solution: Make sure that you have version 4.31 or higher. Then, run the Change Settings program. Under System Options, Search, make sure that the first three options are set to **YES**.				
INSTALL.c841	Problem: This error code indicates the hard disk is full, and the error occurred copying a file to your system.	✓	✓		
	Solution: You can usually relieve this problem by freeing-up disk space.				

Error Code		ASCII	Image	PPgs	LH
ISUPPORT.c764	Problem: This error code is displayed when a problem occurs while ProQuest is attempting to read or write to a data file.	✓	✓		
	Solution: There are many possible solutions. Two of the most common are: 1) A data file is corrupted, and you will need to re-install ProQuest. To check this, go to the C:\PROQUEST directory and check all *.dat files to see if they are corrupt. Do this by simply typing them out to see if they are readable. If not, re-install. 2) You have a bad index CD; call for a replacement.				
ITITLE.cXXX	Problem: This error code occurs when trying to save holdings information to the ProQuest directory.				✓
	Solution: Make sure that the correct path for ProQuest is set in the LHA setting choice on the Main Menu. Make sure that the version of your Library Holdings matches the version of ProQuest that you are running.				
PDMART.cXXX	Problem: This error code is displayed if a CD is ejected when reading articles, or a read error occurs. This error also occurs in the Periodical Directory when attempting to display images from a very large publication.	✓			
	Solution: Check CD for scratches or dust.				
WRAUTO.cXXX and WRCONF.cXXX	Problem: These error codes occur when AUTOEXEC.BAT and CONFIG.SYS file attributes are write-protected and read-only.	✓	✓		
	Solution: Change the attributes on the files to read/write and attempt Searchware installation again.				
XLTERM.c688	Problem: This error code indicates that the index CD volume doesn't match what is displayed on the database selection screen.	✓			
	Solution: Select **New Disc** and press ENTER. If that doesn't work, run the Change Settings program. Under System Options—Search, set the "Allow user to insert a new disc" function to **YES**. This problem could also be caused by an ejected CD.				

Error Messages

Error Message		ASCII	Image	PPgs
Cannot output to printer/device	Problem: This message displays when the printer is not ready, or when there is a problem while saving to a diskette.	✓	✓	
	Solution: Check to make sure that the printer is online. Make sure that the cable is connected to the back of your printer and computer. Make sure that the printer has paper and ink. If you cannot save to a diskette, make sure that it is pre-formatted and that it can be written to (by means of the small tab on the edge).			
Database not loaded	Problem: ProQuest cannot read the CD that is in your CD-ROM Drive.	✓	✓	
	Solution: Select **New Disc** and press ENTER. If that doesn't work make sure that the Device Driver for that CD-ROM drive is loaded. (See Verify MSCDEX and the Device Driver on page 52.)			
You may not view more items than 2500	Problem: When viewing abstracts, you cannot view past #2500.	✓	✓	✓
	Solution: This limit may be set in the Change Settings program under **System Options—Search** to display a maximum of 100 to 2500 titles and records.			
While trying to exit to DOS using SHIFT + F10, nothing happens	Problem: Your system is set up so that no one may exit to DOS (in the Change Settings program).	✓	✓	
	Solution: From a Search Entry screen (in Keyword, Periodical Directory and Topic Searching), press ALT+TTT (the ALT key and the letter T three times simultaneously). To then allow users to exit to DOS, run the Change Settings program. Under System Options-General, change the "Allow user to exit to DOS" setting to Yes.			

Error Message		ASCII	Image	PPgs
When printing abstracts, the printer puts one line on the next page	Problem: Your printer setting in the Change Settings program has its lines of text set too low.	✓	✓	
	Solution: Run the Change Settings program. Under System Options–Output, decrease the Number of lines per page setting by two lines.			
NART ERRORS 1-6	Problem: This error code may be displayed if there is a dirty or scratched CD, malfunctioning CD caddy, or read errors on your CD-ROM drive.		✓	
	Solution: Try cleaning the CD with a clean, soft cotton cloth, or try switching the CD caddy. Or, try to view the image by calling up the article in the Periodical Directory. If the problem persists, call UMI Electronic Technical Support with specific bibliographic information about the article.			
ERROR 108	Problem: This error code is displayed when an embedded key in an update disc does not match key in the image disc.		✓	
	Solution: Call UMI Electronic Technical Support with the appropriate **Accession #** for the article. These errors are generally fixed by the next two updates in any given period.			
ERROR 19 "Decompression"	Problem: This error code occurs because of a mechanical problem with an image file.		✓	
	Solution: Call UMI Electronic Technical Support with the appropriate **Accession #** for the article. These errors are generally fixed by the next two to three updates in any given period.			

Common Problems

Problem		ASCII	Image	PPgs
Blank screen when you start ProQuest	Problem: The ProQuest screen saver will not display.	✓	✓	
	Solution: Run the Change Settings program. Under System Options-General, set the Enable ProQuest Screen Saver option to **No**. This disables the ProQuest screen saver but allows the Searchware to run.			
Nothing happens when an Image CD is inserted	Problem: Your CD-ROM drive is not reading the image CD, or ProQuest looks for the wrong drive.		✓	
	Solution: Exit to DOS and try to read that CD from DOS. (Example: type E: DIR). If that works and your CD-ROM drive has a drive letter other than E or F, you need to make a change to your PROQDAT.DAT file. In the IMAGE section of the file, there is a line that lets ProQuest know what CD-ROM drive is your Image drive: **POLLLIST=E,F** Change this line to the appropriate drive letter.			
The display is distorted after inserting the Image CD	Problem: This occurs because of a hardware problem or a memory problem, or because the incorrect display driver is loaded.		✓	
	Solution: Run the SETUP program on the IMAGE INSTALL CD. Choose **Modify Hardware Settings** from the main menu, then choose **Monitor**. Be sure to choose a monitor with an asterisk beside it. If this does not work, call UMI Electronic Technical Support.			
Unreadable print	Problem: Your printer prints random ASCII characters and multiple form-feed pages.		✓	
	Solution: Make sure that the correct printer driver is installed. Make sure that the printer cable is not longer than six feet. If you are using a debiting device, switch box, or any other non-standard configuration, make sure that it is functioning properly, or try bypassing the device.			

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